

CHESTERFIELD COUNTY,  
VIRGINIA  
ANNUAL ACTION PLAN  
FEDERAL PROGRAM YEAR  
2016  
(July 1, 2016 – June 30, 2017)  
MAY, 2016



A report on the use of Federal Community Development Block Grant and HOME Investment Partnership Program by Chesterfield County, Virginia

# **Executive Summary**

## **AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)**

### **1. Introduction**

The County of Chesterfield's federal program year 2016 to 2017 identifies the County's needs for affordable housing and neighborhood development, and covers a one year period from July 1, 2016 through June 30, 2017. The plan guides the expenditure of Community Development Block Grant (CDBG) and Home Investment Partnerships (HOME) funds received by the County of Chesterfield from the United States Department of Housing and Urban Development (HUD). The Plan was developed through a comprehensive process involving county staff, housing and human service agencies, and local citizens. This resulting document will be used by the County in allocating funds under the CDBG/HOME and will also be used in conjunction with the County's Comprehensive Plan, the Strategic Plan, the Facilities Plan, and other underlying plans as the basis for redeveloping the community. The County has established the following objectives that are related to improving the lives of low and moderate income residents.

### **2. Summarize the objectives and outcomes identified in the Plan**

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

During the federal program years 2016-2017, the County of Chesterfield expects to achieve the following outcomes through the implementation of programs funded through CDBG and HOME,

#### **Objectives**

1. Enhance community attractiveness by reducing and preventing blight
2. Improve infrastructure and public facilities
3. Support programs that enrich lives
4. Safe, decent, and affordable housing

#### **Outcomes**

1. Improve or create new access to public infrastructure/improvements for 23,999 low to moderate income residents
2. Improve housing conditions through rehabilitation for 33 L/M homeowners
3. Assist a minimum of 6 first time homebuyers with down payment assistance
4. Construct/sell a minimum of one new affordable home
5. Identify 800 code violations and ensure compliance with local zoning code

7. Encourage responsible homeownership and maintenance through a pre-foreclosure program for 25 individuals/families
8. Increase access to recreational, educational, social, and cultural events for 475 low to moderate income persons
9. Promote healthy lifestyles, provide nutritional guidance, and exercise options for 475 low to moderate income individuals
10. Deliver services that address the special needs of 116 low to moderate income individuals
11. Provide educational support services to 2316 low to moderate income students
12. Create 6 new low to moderate income jobs

### **3. Evaluation of past performance**

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

Listed below are improvements experienced during the last year, Program Year 2015.

- Improved housing conditions of eligible owner occupied housing
- Increase in the number of low and moderate income first time homeowners
- Increase in affordable new housing in existing neighborhoods
- Reduction in neighborhood code enforcement violations
- Provision of public service activities to eligible youth and adults that resulted in youth academic achievement improvement, and social and medical programs enriching the lives of adults and senior citizens

### **4. Summary of Citizen Participation Process and consultation process**

Summary from citizen participation section of plan

The CDBG/HOME staff continually seeks to broaden public participation through personal contacts, meetings with representatives of public and private agencies, discussions and meetings with individuals and groups, and meetings and discussions with housing providers. The staff serves as a source of information on housing, economic development, and other community development needs.

Chesterfield's CDBG/HOME program provides information and written materials to diverse groups and individuals. Materials are made available on-line and in the Budget and Management Department administrative office. This process is helpful in focusing attention on strategic issues, such as the need for greater homeownership in the County and focusing on aging neighborhoods and economically distressed commercial areas of the County.

Numerous public meetings were held to gather citizen input on the 2016-2017 Annual Action Plan. Public meetings were held during the day and evening on March 1, 2016, and input was solicited at a public meeting in September 2015. A public hearing with the Board of Supervisors was held on March 23, 2016. The meetings and public hearing were advertised in the Chesterfield Observer, the Richmond Times Dispatch, on the Internet on the County's website, as well as on County social media sites in accordance with the Citizen Participation Plan. Copies of the advertisements are provided in the Appendix.

Throughout the year, CDBG and HOME program staff meets with local agencies and groups. These include meetings with agencies that are part of the regional Continuum of Care (CoC) and meetings with the CoC as a whole.

## **5. Summary of public comments**

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

Comments that were received in reference to the PY 2016 Annual Plan for CDBG and HOME funds are as follows at the Public Meetings held on March 1, 2016.

- One attendee suggested that County should consider using CDBG funds in the future to fund a sidewalk and lighting project along the Jefferson Davis Highway Corridor, specifically near the intersection of Route 1 and Route 150, as that stretch has high levels of pedestrian traffic due to the grocery store.

- A couple attendees suggested that the County should focus CDBG funds in one to two areas each year, specifically in the Jefferson Davis Highway Corridor and in the Ettrick community.

- There were several attendees that urged the County to consider fully funding the BizWorks Enterprise Center, a small business incubator located off of the Jefferson Davis Highway Corridor.

- Several attendees urged the County to consider the northern Jefferson Davis Highway Corridor as one of its "revitalization areas."

- One attendee suggested using CDBG funds to help revitalize business facades that were located on the Jefferson Davis Highway Corridor.

- There were multiple attendees that voiced support for the idea that the ProActive Code Compliance Program should move into the County's General Fund budget.

No comments were received at the public hearing held on Wednesday, March 23, 2016, nor were any comments received in writing, email, telephone, or in-person. The advertised 30 day comment period ran from March 8, 2016 through April 6, 2016 and no comments or emails were received on either the Consolidated Plan or the Citizen Participation Plan.

## **6. Summary of comments or views not accepted and the reasons for not accepting them**

All comments were considered in the preparation of the draft plan and were reviewed by the County to determine common and recurring themes to help establish priorities and projects for the plan.

In many instances, the County has in the past or is currently addressing concerns noted in the public comments. The County currently utilizes general funds to supplement CDBG funding of the Bizworks Enterprise Center. The County also will begin focusing general funds for improvements in the Ettrick community as the Ettrick Special Area Plan gets underway, which was adopted by the Board of Supervisors in April 2015.

## **7. Summary**

For the preparation of the Annual Action Plan, County staff sought citizen input through print advertisements, notices on county social media sites, numerous public meetings, a public hearing, and by posting information on the County's website.

## PR-05 Lead & Responsible Agencies – 91.200(b)

### 1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	CHESTERFIELD COUNTY	Budget and Management Department
HOME Administrator	CHESTERFIELD COUNTY	Budget and Management Department

**Table 1 – Responsible Agencies**

### Narrative (optional)

As the Lead Agency in developing this Annual Action Plan, the Budget and Management Department assumes responsibility for oversight, administration, and distribution of CDBG and HOME funds.

### Consolidated Plan Public Contact Information

Citizens may view the plan or share comments at the Chesterfield County Department of Budget and Management at 9901 Lori Road, Room 401, 4th Floor, Chesterfield, Virginia 23832 during normal business hours. For additional information, please contact Chesterfield County, Budget and Management Department, Attn: Kathleen Thompson, Grants Coordinator, P O Box 40, Chesterfield, VA, or at [thompsonka@chesterfield.gov](mailto:thompsonka@chesterfield.gov).

## **AP-10 Consultation – 91.100, 91.200(b), 91.215(I)**

### **1. Introduction**

The Chesterfield County Department of Budget and Management has been identified as the lead agency managing and overseeing the development and implementation of programs and activities. The County became an entitlement community in 1992 and began accepting the Community Development Block Grant funds for the County upon its designation. Since its inception, Chesterfield has managed several additional federal grants including:

- Community Development Block Grant (CDBG)
- Home Investment Partnerships Funds (HOME)
- American Dream Down payment Initiative (ADDI)

As of July 1, 2010, the CDBG/HOME grant programs have been consolidated with the Budget and Management Department. This consolidation was seamless and there has been no interruption in operations.

### **Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))**

CDBG and HOME program staff meet regularly throughout the year with a variety of organizations involved in the provision or maintenance of housing for low- and moderate-income citizens and agencies providing other services to low- and moderate-income citizens. These discussions are designed to identify specific community needs and implement strategies for program enhancement.

### **Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.**

Chesterfield participates in the regional Continuum of Care with the City of Richmond, Henrico County, and Hanover County. At least two bi-annual point-in-time surveys are conducted through Homeward, the coordinating entity for the Continuum of Care.

### **Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS**

The County does not participate in the ESG grant program.

**2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities**



**Table 2 – Agencies, groups, organizations who participated**

1	<b>Agency/Group/Organization</b>	Project: HOMES/ElderHomes
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-Elderly Persons Service-Fair Housing Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Projects- Comprehensive and Critical Home Repair Programs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Regular status updates and coordination meetings occurred throughout the program year. Program adjustments occur as needed based on consultations and identification of issues and need for improvements.
2	<b>Agency/Group/Organization</b>	HOUSING OPPORTUNITIES MADE EQUAL
	<b>Agency/Group/Organization Type</b>	Housing Services-Elderly Persons Service-Fair Housing Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Projects- Downpayment Assistance and Foreclosure Prevention Programs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Regular status updates and coordination meetings occurred throughout the program year regarding fair housing. Program adjustments occur as needed based on consultations and identification of issues and needs.

3	<b>Agency/Group/Organization</b>	BETTER HOUSING COALITION/RAH
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Service-Fair Housing Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Non-Homeless Special Needs Projects- Chesterfield Coordinated Care Program
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	BHC was consulted throughout the year regarding low-income elderly housing projects that would provide affordable housing solutions for that specific demographic population.
4	<b>Agency/Group/Organization</b>	Richmond Metropolitan Habitat for Humanity
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Projects- Critical Home Repairs Program
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Agency was consulted throughout the year regarding needs and opportunities to partner with housing repair programs.

5	<b>Agency/Group/Organization</b>	BENSLEY ELEMENTARY SCHOOL
	<b>Agency/Group/Organization Type</b>	Services-Children
	<b>What section of the Plan was addressed by Consultation?</b>	Projects- Bensley Elementary Extended Day Program
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Organization was consulted through meetings and regular correspondence regarding the status of an after-school education for students at an elementary school in a low-income census tract.
6	<b>Agency/Group/Organization</b>	COMMUNITIES IN SCHOOLS - CHESTERFIELD COUNTY PUBLIC SCHOOLS
	<b>Agency/Group/Organization Type</b>	Services-Children
	<b>What section of the Plan was addressed by Consultation?</b>	Projects- Communities in Schools of Chesterfield program
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	On-going discussion throughout the year regarding the mentoring and after-school education of children at three low-income elementary schools in the County.
7	<b>Agency/Group/Organization</b>	SOUTHSIDE COMMUNITY DEVELOPMENT AND HOUSING CORPORATION
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Projects- CHDO activities

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Regular status updates and coordination meetings occurred throughout the program year. Program adjustments occur as needed based on consultations and identification of issues and need for improvements.
8	<b>Agency/Group/Organization</b>	Chesterfield County Planning Department
	<b>Agency/Group/Organization Type</b>	Other government - County Planning organization
	<b>What section of the Plan was addressed by Consultation?</b>	Projects- Proactive Code Compliance program
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	This department was consulted throughout the year regarding County needs regarding code violations in three specific low-income areas in Chesterfield (Ettrick, Jefferson-Davis Corridor, and the Providence Middle School focus area). The anticipated outcome of consultation was to ensure that code violations were addressed and resolved in these low-income areas.
9	<b>Agency/Group/Organization</b>	Chesterfield County Department of Parks and Recreation
	<b>Agency/Group/Organization Type</b>	Other government - County
	<b>What section of the Plan was addressed by Consultation?</b>	Projects- Manchester Middle School Parks Improvement project
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Discussion of infrastructure (park facility) in the low-income area surrounding Manchester Middle School.
10	<b>Agency/Group/Organization</b>	BIZWORKS ENTERPRISE CENTER
	<b>Agency/Group/Organization Type</b>	Business Incubator

	<b>What section of the Plan was addressed by Consultation?</b>	Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Regular status updates and coordination meetings occurred throughout the program year. Program adjustments occur as needed based on consultations and identification of issues and need for improvements
11	<b>Agency/Group/Organization</b>	Chesterfield County Department of Building Inspections
	<b>Agency/Group/Organization Type</b>	Other government-County
	<b>What section of the Plan was addressed by Consultation?</b>	Projects- Staff served on RFP scoring committee and assisted with other CDBG/HOME topics when needed throughout the year
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Coordination meetings occurred throughout the program year. Program adjustments occur as needed based on consultations and identification of issues and need for improvements
12	<b>Agency/Group/Organization</b>	Chesterfield County Department of Social Services
	<b>Agency/Group/Organization Type</b>	Other government-County
	<b>What section of the Plan was addressed by Consultation?</b>	Projects- Staff served on RFP scoring committee and assisted with other CDBG/HOME topics when needed throughout the year
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Coordination meetings occurred throughout the program year. Program adjustments occur as needed based on consultations and identification of issues and need for improvements

### Identify any Agency Types not consulted and provide rationale for not consulting

Agencies not directly consulted were represented through other community meetings and discussions or were represented on Boards and Committees that were consulted.

### Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Homeward	Both include the goal of addressing homelessness and identifying housing needs.

Table 3 – Other local / regional / federal planning efforts

### Narrative (optional)

The Budget and Management Department meets with all county departments on a regular basis and therefore, is alerted to issues as they arise. The Budget and Management Department meets most frequently with the following county departments:

- Accounting
- Schools
- Internal Audit
- Purchasing
- Building Inspections
- Economic Development
- Planning

- Transportation
- Utilities
- Mental Health
- Social Services
- Parks and Recreation

Additionally, as discussed in the strategic plan section of this plan, a staff member from the Social Services Department was a team member that participated in the consolidated planning process and in selecting recommendations for funding for the program year 2016.

## **AP-12 Participation – 91.105, 91.200(c)**

### **1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting**

A public meeting was held in September 2015 at one of the County's Community Centers (located in a CDBG eligible area of the County) to obtain citizen feedback and to gather input on community development and housing needs. Additionally, on March 1, 2016, both a day and evening public meeting were advertised and held on the FY2016-FY2017 Annual Action Plan. A public hearing was held on March 23, 2016. A 30-day public comment period was also advertised on March 7, 2016 and began on March 8, 2016 and ran through April 6, 2016 to obtain feedback on the Annual Action Plan for FY2017. The plan was made available on the County's website and also available in hard copy in the Budget and Management Department.



## Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Newspaper Ad	Non-targeted/broad community	The Chesterfield Observer has a total circulation of 70,601 and 2,800 daily website views, on average. The Richmond Times Dispatch has a daily (excluding Sunday-only delivery) total distribution of 19,129 and 224,811 daily page view, on average.	No comments were received.	Not applicable.	Not applicable.
2	Internet Outreach	Non-targeted/broad community	There were no attendees and no responses.	No comments were received.	Not applicable.	<a href="http://www.chesterfield.gov/CommunityDevelopmentBlockGrant/">www.chesterfield.gov/CommunityDevelopmentBlockGrant/</a>

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Public Meeting	Non-targeted/broad community	<p>There were two public meetings held on Tuesday, March 1st, 2016 at the Bensley Community Center located off of Jefferson Davis Highway. At the first meeting, held at 1:00pm, there were 11 individuals in attendance. At the second meeting, held at 6:00pm, there was 1 individual in attendance.</p>	<p>Participants were in favor of funding future revitalization projects along the Jefferson Davis Highway Corridor. They also expressed desire to fully fund entire request of BizWorks. They also suggested focusing CDBG funds in one to two areas each year. Lastly, participants discussed moving the Pro-Active Code Compliance Program into the County's General Fund.</p>	<p>All comments were considered in the preparation of the draft plan and were reviewed by the County to determine common and recurring themes to help establish priorities and projects for the plan. In many instances, the County has or is currently addressing concerns noted in the public comments (See AP-05).</p>	Not applicable.

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
4	Public Hearing	Non-targeted/broad community	There were no attendees and no responses.	No comments were received.	Not applicable.	Not applicable.

**Table 4 – Citizen Participation Outreach**

## Expected Resources

### AP-15 Expected Resources – 91.220(c) (1, 2)

#### Introduction

The following provides a review of anticipated CDBG and HOME funds.

#### Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	1,197,560	0	77,622	1,275,182	3,557,396	Used to address community development, housing, public service needs, and general grant administration.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	397,123	0	\$2,864	399,987	1,055,813	Used to provide homeownership through sales by rehabilitating existing vacant homes and new construction. Provide downpayment assistance to LMI households. Provide rehabilitation to existing owner-occupied housing of LMI residents. General grant administration for HOME program.

Table 5 - Expected Resources – Priority Table

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

The activities listed in AP-35 will be utilizing both program year 2016 federal funds, as well as \$80,486 of unused funds from Program Years 2012, 2013, and 2014 (all from completed projects that had extra funding leftover) to leverage addition funds necessary for the completion of the projects. The projects indicated are reliant upon mortgage funds.

**Federal Resources**

- Community Development Block Grant
- Home Investment Partnerships Funds

- Section 8 Voucher Program
- Program Income

#### **Other Resources and Match**

- Low Income Housing Tax Credits
- Private Mortgage Funds
- Virginia Housing Development Authority Loans and Grants
- Fee Waivers (Match)
- Private In-Kind Services (Match)

#### **If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

The County plans to use a portion of program year 2016 CDBG allocation to perform infrastructure improvements to the park site located at the Manchester Middle School. The improvements will enhance the school site for community use, to include pedestrian connectivity between the school and surrounding neighborhoods, renovate facilities, and various improvements of the grounds.

#### **Discussion**

In addition to Program Year 2016 funds, Chesterfield County plans to use several sources of past funding to help fund three projects for PY2016:

- 1) Chesterfield plans to use \$26,250.34 from PY2012 funding and \$30,141.21 from PY2013 funding from the completed Jefferson Davis Highway Streetscape Improvements project, as well as \$1,230.45 from PY2013 from the completed CDBG Administration to help fund the parks improvement project at Manchester Middle School. With the additional funding, the total allocation for this project will be \$416,000.
- 2) Chesterfield plans to use \$20,000.00 in funding from the completed PY2013 CDBG Administration to help fund BizWorks Enterprise Center. With the additional funding, the total allocation for this project will be \$125,000.
- 3) Chesterfield plans to use \$2,864.00 in funding from the completed PY2014 H.O.M.E. Downpayment Assistance program to help fund H.O.M.E. Downpayment Assistance program in PY2016. With additional funding, the total allocation for this project will be \$90,918,

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Enhance community attractiveness	2015	2019	Affordable Housing Non-Housing Community Development	JEFFERSON DAVIS HIGHWAY CORRIDOR Providence Middle School Manchester Middle School Ettrick	Managing Grant Funds Effectively and Efficiently Reduce Conditions of Blight in Neighborhoods Support Public Services in Low/Moderate Areas	CDBG: \$131,000	Housing Code Enforcement/Foreclosed Property Care: 800 Household Housing Unit
2	Improve infrastructure and public facilities	2015	2019	Non-Housing Community Development	JEFFERSON DAVIS HIGHWAY CORRIDOR Providence Middle School Manchester Middle School Ettrick	Managing Grant Funds Effectively and Efficiently Reduce Conditions of Blight in Neighborhoods	CDBG: \$416,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 23999 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
3	Support programs that enrich lives	2015	2019	Non-Homeless Special Needs Non-Housing Community Development	JEFFERSON DAVIS HIGHWAY CORRIDOR Providence Middle School Manchester Middle School Ettrick	Managing Grant Funds Effectively and Efficiently Support Public Services in Low/Moderate Areas	CDBG: \$271,439	Public service activities other than Low/Moderate Income Housing Benefit: 2907 Persons Assisted Jobs created/retained: 6 Jobs
4	Safe, decent, and affordable housing	2015	2019	Affordable Housing	JEFFERSON DAVIS HIGHWAY CORRIDOR Providence Middle School Manchester Middle School Ettrick	Increasing the Supply of Affordable Housing Managing Grant Funds Effectively and Efficiently	CDBG: \$320,000 HOME: \$399,987	Public service activities for Low/Moderate Income Housing Benefit: 25 Households Assisted  Homeowner Housing Rehabilitated: 33 Household Housing Unit  Direct Financial Assistance to Homebuyers: 6 Households Assisted  1 Homeowner Housing Added

**Table 6 – Goals Summary**



## Goal Descriptions

1	<b>Goal Name</b>	Enhance community attractiveness
	<b>Goal Description</b>	This goal will be achieved by reducing and preventing blight, especially in the County's older neighborhoods.
2	<b>Goal Name</b>	Improve infrastructure and public facilities
	<b>Goal Description</b>	The outcome of this goal is increased access for citizens to existing/improved public facilities and other types of capital improvements .
3	<b>Goal Name</b>	Support programs that enrich lives
	<b>Goal Description</b>	The outcomes of this goal are increased access to recreational, educational, social, and cultural events; promotion of healthy lifestyles; and the delivery of services that address special needs populations.
4	<b>Goal Name</b>	Safe, decent, and affordable housing
	<b>Goal Description</b>	The expected outcomes of this goal are encouragement of the construction of new affordable housing, encouragement of first time homeownership, and support for existing owner occupied housing rehabilitation for low and moderate income persons.

**Table 7 – Goal Descriptions**

**Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b):**

The County expects to assist 33 extremely-low to low/moderate income individuals or families with the rehabilitation of their homes, assist 6 low/moderate income first-time homebuyers with downpayment assistance, and acquire, rehabilitate, and sell one new single-family home for an income-eligible homebuyer.

## AP-35 Projects – 91.220(d)

### Introduction

The following projects comprise the activities that will take place during the 2016-2017 program years to address the priority needs and specific objectives identified in the 2015-2019 Consolidated Plan.

#	Project Name
1	Bensley Elementary Extended Day Program
2	CDBG Administration
3	Better Housing Coalition Chesterfield Coordinated Care
4	Communities in Schools
5	Richmond Metro Habitat for Humanity
6	Project: HOMES Comprehensive Home Repair Program
7	Housing Opportunities Made Equal's Downpayment Assistance Program
8	Southside Community and Housing Development Corporation (CHDO)
9	Pro-Active Code Compliance
10	Chesterfield Default and Foreclosure
11	Project: HOMES Critical Home Repair
12	BizWorks Enterprise Center
13	Manchester Middle School Parks Improvement Project
14	Saint Joseph's Villa Culinary Center

**Table 8 – Project Information**

### Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

Chesterfield County is guided by a strategic plan that provides the blueprint that is followed to achieve excellence in all areas and to provide a first choice community. Additionally, the County is guided by the Comprehensive Plan which was adopted by the Board of Supervisors on October 24, 2012. Both of these plans, in addition to HUD requirements, provide the foundation for the priorities and objectives that are included in the Consolidated Plan that will guide funding and progress for the period FY2015-FY2019 for the CDBG and HOME programs. To view these plans in detail, go to the County's website and they can be located at [www.chesterfield.gov/BoardofSupervisors](http://www.chesterfield.gov/BoardofSupervisors) and click on the Strategic Plan on the top left hand side of the screen; to locate the Comprehensive Plan click on [www.chesterfield.gov/movingforward](http://www.chesterfield.gov/movingforward).

Chesterfield County placed a plan before the residents to renovate some of the oldest school facilities throughout the more mature areas of the County. County residents overwhelmingly approved a general obligation bond referendum in November 2013 which included \$304 million for school renovation projects. Beginning with the PY2015 program year, the CDBG/HOME process was retooled to concentrate funding in focus areas that align with the school renovation/replacement efforts outlined in the County's Capital Improvement Program. This decision enables funding to have a more distinct and sustained impact on the low to moderate income neighborhoods and communities that are served. The Consolidated Plan project area is anticipated to shift each year of the plan to mirror the area of focus for

school revitalization in order to achieve the biggest bang for the buck.

A multi-disciplined team of County employees worked together on this process that added a front line citizen contact element to enhance and broaden expertise. The team constructed a scoring system for the decision making process that included requirements that a proposal must meet in order to be considered for grant funding and a point system for various parts of the process. Several goals were highlighted at the beginning of the process as follows: 1) reduce the administrative burden for oversight of the grant funds; 2) place a priority focus on revitalization efforts; and 3) choose plan goals and objectives that enhance the County's outcomes by aligning with the Strategic Plan and the Comprehensive Plan in addition to adhering to HUD requirements. Funding is also based on completing existing open projects in order to meet a national objective as well as priorities outlined in the Consolidated Plan.

HUD encourages concentration of available funds in a focus area to enable a bigger impact. Therefore, the County embraced this philosophy and included the Providence Middle School focus area in the Request for Proposals for the PY2015 process, and both the Providence Middle School and Manchester Middle School in the Request for Proposals for the PY2016 process. The below recommended projects have gone through a lengthy process that involved a multi-disciplined team of county employees, the County's Citizen Review Committee, and the County Administrator. The County Administrator makes a recommendation in the Proposed Budget to the County Board of Supervisors. The Board of Supervisors has the local authority to approve the final list of projects or programs to be funded from the CDBG and HOME grants.

## Projects

### AP-38 Projects Summary

#### Project Summary Information

Table 9 – Project Summary

<b>1</b>	<b>Project Name</b>	Bensley Elementary Extended Day Program
	<b>Target Area</b>	JEFFERSON DAVIS HIGHWAY CORRIDOR
	<b>Goals Supported</b>	Support programs that enrich lives
	<b>Needs Addressed</b>	Support Public Services in Low/Moderate Areas
	<b>Funding</b>	CDBG: \$34,739
	<b>Description</b>	The program provides additional instructional time for the most at-risk first through fifth grade students, including one-on-one and small group instruction, to reinforce the skills and curriculum taught during the regular school day.
	<b>Target Date</b>	6/30/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	116 elementary school students in grades one through five.
	<b>Location Description</b>	Bensley Elementary School, 6600 Strathmore Rd, North Chesterfield, VA 23237

	<b>Planned Activities</b>	<p>Assist the targeted students by reinforcing the skills and curriculum taught during the regular school day.</p> <p>Provide comprehension strategy instruction utilizing non-fiction.</p> <p>Provide opportunity for third, fourth, and fifth grade ESOL students to gather evidence for their VGLA portfolio.</p> <p>Encourage positive social interaction between students and staff.</p> <p>Provide a safe and structured environment for students after the regular school day.</p> <p>Address the emotional and academic needs of students who are performing below grade level expectations. <b>Public Service Activity.</b></p>
2	<b>Project Name</b>	CDBG Administration
	<b>Target Area</b>	Countywide
	<b>Goals Supported</b>	<p>Enhance community attractiveness</p> <p>Improve infrastructure and public facilities</p> <p>Support programs that enrich lives</p> <p>Safe, decent, and affordable housing</p>
	<b>Needs Addressed</b>	<p>Increasing the Supply of Affordable Housing</p> <p>Managing Grant Funds Effectively and Efficiently</p> <p>Reduce Conditions of Blight in Neighborhoods</p> <p>Support Public Services in Low/Moderate Areas</p> <p>Support Housing Rehabilitation</p>
	<b>Funding</b>	CDBG: \$161,743
	<b>Description</b>	This project provides for the administration of the County's CDBG Program including the provision of technical assistance to sub recipients, citizens and other local agencies. Funds are used for the general operation and management of the Community Development Block Grant and HOME Investment Partnership grants.
	<b>Target Date</b>	6/30/2017

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	N/A
	<b>Location Description</b>	Countywide
	<b>Planned Activities</b>	Administration of the CDBG program.
<b>3</b>	<b>Project Name</b>	Better Housing Coalition Chesterfield Coordinated Care
	<b>Target Area</b>	JEFFERSON DAVIS HIGHWAY CORRIDOR
	<b>Goals Supported</b>	Support programs that enrich lives
	<b>Needs Addressed</b>	Support Public Services in Low/Moderate Areas
	<b>Funding</b>	CDBG: \$21,700
	<b>Description</b>	Provide supportive services in health and special services to enable senior citizens to age in place and remain in their homes. The Services include but are not limited to education on hypertension and diabetes, nutritional counseling and exercise.
	<b>Target Date</b>	6/30/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	475 people, including low-income youth and senior citizens
	<b>Location Description</b>	Winchester Greens, 2800 Bensley Commons Blvd, North Chesterfield, VA 23237

	<b>Planned Activities</b>	<p>Chesterfield Coordinated Care will serve children, adults, and seniors at the Winchester Greens community.</p> <p>Staff and partners will provide financial literacy and asset building education and opportunities once a quarter.</p> <p>Staff and partners will provide on-going pre-vocational career assessments, job readiness trainings and resource service access for job seekers of all ages.</p> <p>Social works will conduct a financial assessment within 90 days of resident arrival and at least every six months or as needs. Assessment will be ongoing to address additional needs.</p> <p>Staff and partners will provide health education classes and activities monthly.</p> <p>Social workers will observe residents individually and in groups to determine current functioning levels and offer support and coping solutions as needed.</p> <p>Staff and partners will provide individual counseling and opportunities for socialization on an on-going basis. <b>Public Service Activity.</b></p>
4	<b>Project Name</b>	Communities in Schools
	<b>Target Area</b>	JEFFERSON DAVIS HIGHWAY CORRIDOR Ettrick
	<b>Goals Supported</b>	Support programs that enrich lives
	<b>Needs Addressed</b>	Support Public Services in Low/Moderate Areas
	<b>Funding</b>	CDBG: \$25,000
	<b>Description</b>	Program created to provide proactive, comprehensive, community-based interventions such as mentoring, lunch buddies, and group and individual counseling, for at-risk students and their families. Funds used to provide for tutor salary expenses, program materials, supplies and incentives for programs located at Bellwood, Chalkley, and Ettrick Elementary Schools.
	<b>Target Date</b>	6/30/2017

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	2,200 students in three elementary schools that is located in communities that have been identified by the 2014 Chesterfield County Income and Poverty Report as "poverty areas".
	<b>Location Description</b>	Bellwood Elementary School: 9536 Dawnshire Rd, Richmond, VA 23237 Chakley Elementary School: 8800 Jacobs Rd, Chesterfield, VA 23832 Ettrick Elementary School: 20910 Chesterfield Ave., Ettrick, VA 23803
	<b>Planned Activities</b>	CIS of Chesterfield programming will improve the academic achievement of at-risk students by providing students and families with improved access to community resources and multiple educational support programs that will be delivered at each of the three CIS elementary schools. <b>Public Service Activity.</b>
5	<b>Project Name</b>	Richmond Metro Habitat for Humanity
	<b>Target Area</b>	JEFFERSON DAVIS HIGHWAY CORRIDOR
	<b>Goals Supported</b>	Safe, decent, and affordable housing
	<b>Needs Addressed</b>	Reduce Conditions of Blight in Neighborhoods
	<b>Funding</b>	CDBG: \$95,000
	<b>Description</b>	Implement its Critical Home Repairs Program to assist 30% to 80% AMI. Priority focus will be in neighborhoods in the Dale and Bermuda Districts but will also include other areas of the County. Expected average cost of repairs per home: \$8,000 to \$15,000.
	<b>Target Date</b>	6/30/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	7-10 extremely low to moderately low income households will receive exterior home repairs to improve the appearance and condition of their home.



	<b>Location Description</b>	Priority will be given in the Dale and Bermuda District census tracts along the Northern Jefferson Davis Corridor and in the Meadowdale/Meadowbrook Area.
	<b>Planned Activities</b>	Seven to ten extremely low to moderately low income households will receive exterior home repairs to improve the appearance and condition of their homes, as well as the removal of elements of blight from their lots.
<b>6</b>	<b>Project Name</b>	Project: HOMES Comprehensive Home Repair Program
	<b>Target Area</b>	JEFFERSON DAVIS HIGHWAY CORRIDOR Providence Middle School Manchester Middle School Ettrick
	<b>Goals Supported</b>	Safe, decent, and affordable housing
	<b>Needs Addressed</b>	Support Housing Rehabilitation
	<b>Funding</b>	HOME: \$249,500
	<b>Description</b>	Program will provide housing rehabilitation, reduce unsafe health, sanitary and environmental conditions, and provide home energy conservation and improvements for owner-occupied homeowners.
	<b>Target Date</b>	6/30/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Six low- to moderate-income households will be served by proposed activities.
	<b>Location Description</b>	Countywide, with priority given to homeowners living in the target areas.
	<b>Planned Activities</b>	The Comprehensive Home Repair Program will provide substantial home rehabilitation services to eligible low income owner-occupied homes in Chesterfield County.
<b>7</b>	<b>Project Name</b>	Housing Opportunities Made Equal's Downpayment Assistance Program

	<b>Target Area</b>	JEFFERSON DAVIS HIGHWAY CORRIDOR Providence Middle School Manchester Middle School Ettrick
	<b>Goals Supported</b>	Safe, decent, and affordable housing
	<b>Needs Addressed</b>	Increasing the Supply of Affordable Housing
	<b>Funding</b>	HOME: \$90,918
	<b>Description</b>	Provides down payment assistance and housing counseling and/or credit counseling to help low- to moderate-income citizens buy their first home.
	<b>Target Date</b>	6/30/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	6 first-time homebuyers whose incomes are below 80% of the average median income and the majority are who are also minority.
	<b>Location Description</b>	The activities proposed are applicable to all census tracts within Chesterfield County and are income based. However, targeted outreach and priority will be given to eligible first time home buyers seeking to purchase eligible properties in the census tracts served by Providence Middle School which are census tracts 1008.12, 1009.22, 1001.07, 1009.23, 1002.10, 1002.09, 1009.10, 1002.08, 1002.06, and 1009.19.
	<b>Planned Activities</b>	HOME funds will be used to assist 6 families whose income is below 80% of the Area Median Income to become first-time homebuyers.
<b>8</b>	<b>Project Name</b>	Southside Community and Housing Development Corporation (CHDO)
	<b>Target Area</b>	JEFFERSON DAVIS HIGHWAY CORRIDOR Providence Middle School Manchester Middle School Ettrick

	<b>Goals Supported</b>	Safe, decent, and affordable housing
	<b>Needs Addressed</b>	Increasing the Supply of Affordable Housing
	<b>Funding</b>	HOME: \$59,569
	<b>Description</b>	Acquisition, rehabilitation, new construction and the sale of affordable single-family housing for income-eligible homebuyers. Clients will also receive homebuyer/ownership counseling services. Program is administered by Southside Community Development and Housing Corporation.
	<b>Target Date</b>	6/30/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	1 new house acquired, rehabilitated, and sold.
	<b>Location Description</b>	Countywide, with priority on the Providence and Manchester Middle School areas.
	<b>Planned Activities</b>	Support existing owner occupied housing rehabilitation for low and moderate income persons.
9	<b>Project Name</b>	Pro-Active Code Compliance
	<b>Target Area</b>	JEFFERSON DAVIS HIGHWAY CORRIDOR Providence Middle School Ettrick
	<b>Goals Supported</b>	Enhance community attractiveness
	<b>Needs Addressed</b>	Reduce Conditions of Blight in Neighborhoods
	<b>Funding</b>	CDBG: \$131,000
	<b>Description</b>	Provide for two full-time pro-active Code Compliance Specialists to preserve and stabilize existing business areas and neighborhoods in the Providence Middle School revitalization area, along the Jefferson Davis Corridor, and the Village of Ettrick via proactive code enforcement inspections and the resolution of code violations.

	<b>Target Date</b>	6/30/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	800 households served per year.
	<b>Location Description</b>	Bermuda, Matoaca, and Cloverhill magisterial districts; Jefferson Davis Corridor
	<b>Planned Activities</b>	The pro-active code compliance program will work to identify and correct building code violations in the target areas. The communities served by the program have been documented as low and moderate income by the census tracts that represent them.
10	<b>Project Name</b>	Chesterfield Default and Foreclosure
	<b>Target Area</b>	JEFFERSON DAVIS HIGHWAY CORRIDOR Providence Middle School Manchester Middle School Ettrick
	<b>Goals Supported</b>	Support programs that enrich lives Safe, decent, and affordable housing
	<b>Needs Addressed</b>	Support Public Services in Low/Moderate Areas
	<b>Funding</b>	CDBG: \$25,000
	<b>Description</b>	Provide comprehensive foreclosure prevention, intervention and mitigation services for 25 families who are in danger of losing their homes due to foreclosure.
	<b>Target Date</b>	6/30/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	25 families will be served that reside in Chesterfield County who are at-risk of foreclosure. The majority of the families served through this program will have income levels at or below 80% of the Area Median Income.

	<b>Location Description</b>	HOME will offer Foreclosure Prevention Services to citizens of Chesterfield County residing in all census tracts and magisterial districts. Targeted outreach to the census tracts around the Providence Middle School and Manchester Middle School revitalization areas will be given priority.
	<b>Planned Activities</b>	Provide Foreclosure Prevention Services to homeowners in danger of losing their homes to foreclosure in Chesterfield County. <b>Public Service Activity</b>
<b>11</b>	<b>Project Name</b>	Project: HOMES Critical Home Repair
	<b>Target Area</b>	JEFFERSON DAVIS HIGHWAY CORRIDOR Providence Middle School Manchester Middle School Ettrick
	<b>Goals Supported</b>	Safe, decent, and affordable housing
	<b>Needs Addressed</b>	Support Housing Rehabilitation
	<b>Funding</b>	CDBG: \$200,000
	<b>Description</b>	The Critical Home Repair Program (CHRP) will provide fundamental home repair services to eligible low income owner-occupied homes in Chesterfield County.
	<b>Target Date</b>	6/30/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	20 low- to moderate-income households will be served by this program.
	<b>Location Description</b>	Countywide, with priority given to those living in the target areas.
	<b>Planned Activities</b>	This program is designed to provide homeowners with basic health and safety related home repairs, which will improve the safety, livability, structure, and value of the unit.
<b>12</b>	<b>Project Name</b>	BizWorks Enterprise Center

	<b>Target Area</b>	JEFFERSON DAVIS HIGHWAY CORRIDOR
	<b>Goals Supported</b>	Support programs that enrich lives
	<b>Needs Addressed</b>	Support Public Services in Low/Moderate Areas
	<b>Funding</b>	CDBG: \$125,000
	<b>Description</b>	Funding to operate a small business incubator that provides affordable office, industrial warehouse/shop and storage space, shared services, business support, and advisory services that are necessary to launch, sustain, and grow small and emerging businesses in competitive marketplaces.
	<b>Target Date</b>	6/30/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Biz Works will target to have 10-14 businesses in the incubator and add a minimum of 6 new jobs in FY 2016-17. They also intend to reach a total of 75 business owners through outreach, education, and one-time consulting meetings.
	<b>Location Description</b>	2545 Bellwood Road, Richmond, VA 23237
	<b>Planned Activities</b>	Biz Works supports job training, placement and job creation activities and provides technical assistance and counseling to encourage the development of small, women, and minority-owned businesses.
<b>13</b>	<b>Project Name</b>	Manchester Middle School Parks Improvement Project
	<b>Target Area</b>	Manchester Middle School
	<b>Goals Supported</b>	Enhance community attractiveness Improve infrastructure and public facilities
	<b>Needs Addressed</b>	Reduce Conditions of Blight in Neighborhoods Support Public Services in Low/Moderate Areas
	<b>Funding</b>	CDBG: \$416,000

	<b>Description</b>	This project will provide numerous improvements which will enhance pedestrian and bicycle connectivity between schools and adjacent neighborhoods, and provide renovated high quality facilities for the schools, sports groups, and general public. These improvements will result in increased facility use, improved aesthetics, increased user satisfaction, and increase access for low to moderate income persons to utilize a safe and secure facility for walking, biking, or other activities. The public facilities plan identifies the need for trails that link the school and adjacent neighborhoods and fill the gap of passive recreation in this area of the county.
	<b>Target Date</b>	6/30/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The primary target population served by the project will be in the Manchester Middle School Area in northern Chesterfield County, between Route 360, Route 150, and Route 288. The census tracts in this area have a combined total of 23,999 persons.
	<b>Location Description</b>	Manchester Middle School - 7401 Hull Street Road, North Chesterfield, VA 23235
	<b>Planned Activities</b>	2,000 feet of 10' width multi-purpose asphalt trail for pedestrian and bicycle use New playground 1,600 feet of asphalt walkways and drives for pedestrian and emergency vehicle access 3,000 feet of 8' width trail for nature observation/appreciation and general recreational use New fencing, renovated lighting and irrigation systems, and major turf renovations on football field Renovated lighting system on soccer field Renovated turf to provide an open play area for unstructured public use, and general turf renovations in common areas throughout site Landscape plantings throughout site to improve aesthetics and create a more park-like setting
<b>14</b>	<b>Project Name</b>	Saint Joseph's Villa Culinary Center
	<b>Target Area</b>	Countywide

	<b>Goals Supported</b>	Support programs that enrich lives
	<b>Needs Addressed</b>	Support Public Services in Low/Moderate Areas
	<b>Funding</b>	CDBG: \$40,000
	<b>Description</b>	Saint Joseph's Villa provides special, alternative, and non-traditional education to youth with special needs from low-income households. Project entails purchasing and installing new flooring and purchasing new chairs and tables for the student dining area in Cottage 4, a Culinary Training Kitchen at SJV to help transition-age students practice food preparation and related skills.
	<b>Target Date</b>	June 30, 2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	116 Chesterfield youth residents.
	<b>Location Description</b>	Saint Joseph's Villa, 8000 Brook Road, Richmond, VA 23227
	<b>Planned Activities</b>	Purchase and install new flooring, and purchase of new chairs and tables for the student dining area in Cottage 4. <b>Public Service Activity.</b>



## **AP-50 Geographic Distribution – 91.220(f)**

### **Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed**

The Manchester Middle School and the Providence Middle School corridor are the targeted focus areas for program year 2016, which are both located in low- to moderate- income census tracts. They are both located in the north-central part of the County, in the Midlothian magisterial district. Additionally, two other communities, the Jefferson Davis Highway Corridor and the Ettrick community, are also targeted focus areas. They have historically been communities that have seen CDBG and HOME assistance, as they both are low-income, older areas of the county.

### **Geographic Distribution**

<b>Target Area</b>	<b>Percentage of Funds</b>
JEFFERSON DAVIS HIGHWAY CORRIDOR	27
Providence Middle School	34
Manchester Middle School	34
Beulah Elementary School	0
Enon Elementary School	0
Matoaca Elementary School	0
Ettrick	5

**Table 10 - Geographic Distribution**

### **Rationale for the priorities for allocating investments geographically**

Resources are allocated based on the County's direction to focus additional resources in the surrounding areas of each of the school building renovations outlined in the Capital Improvement Plan (CIP) planning process in order to update infrastructure and other improvements as part of a revitalization effort. The target area for assistance will strategically enable the County to have a more distinct and sustained impact on neighborhoods and communities that are served in order to assist low and moderate income families.

As described in the 2015-2019 Consolidated Plan, over the next six to eight years, a major focus in the CIP will be devoted to revitalization efforts in the oldest areas of the County, with emphasis on school rehabilitation. County residents approved a \$304 million bond referendum to support the rehabilitation of the County's oldest school facilities. The sale of bonds over the next six to eight years will provide the funding necessary to renovate or rebuild the school facilities. Additionally, the County will focus additional resources in the surrounding area of each of the school building renovations in order to update infrastructure and other improvements as part of a revitalization effort. The Community Development Block Grant (CDBG) and the HOME Investment Partnership Grant (HOME) funding will, to some degree, assist the other resources included in the CIP to achieve a reinvestment revitalization effort surrounding each school site. The target area for assistance will enable the County to have a direct and sustained impact on communities and neighborhoods that are served in order to assist low- and

moderate- income families and the community where they live and play.

Both the Capital Improvement Program and the process for selection of programs or improvements to be paid for with federal CDBG or HOME funding is based on guidelines set forth in the county's strategic plan, the comprehensive plan, the facilities plan, and the federal guidelines. The CDBG and HOME funding recommendations are also based on a scoring system that includes requirements that must be met in order to be considered for funding. A point system elevates those proposals that meet the criteria and community needs which are then recommended by a cross functional team comprised of employees from various county departments that provide citizen contact elements that enhance and broaden expertise. The county is committed to a revitalization effort that will positively impact the property values and provide parity in infrastructure and stabilization in older neighborhoods. This effort will also provide a safer place in which to live and play as these neighborhoods begin to flourish and owners take more pride in home maintenance and neighborhood associations regain membership. The first school renovation/rehabilitation project being undertaken was the Providence Middle School in PY 2015.

## **Discussion**

No additional information.

## Affordable Housing

### AP-55 Affordable Housing – 91.220(g)

#### Introduction

In the 2016-2016 Program Year, Chesterfield County will provide affordable housing for 40 households with the rehabilitation of existing units, provision of housing counseling services and downpayment assistance, as well as the rehabilitation and sale of affordable single-family housing to eligible homebuyers.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	0
Special-Needs	0
Total	0

**Table 11 - One Year Goals for Affordable Housing by Support Requirement**

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	33
Acquisition of Existing Units	7
Total	40

**Table 12 - One Year Goals for Affordable Housing by Support Type**

#### Discussion

Rehabilitation improves lives by making necessary home repairs and accessibility modifications. Not only does it improve the living conditions for the homeowners, it also increases property values, assists in neighborhood revitalization efforts, and encourages other homeowners in the community to perform necessary maintenance on their homes. Additionally, homeownership programs for first-time homebuyers promotes investment in the oldest communities in the County.

## **AP-60 Public Housing – 91.220(h)**

### **Introduction**

Chesterfield County has no public housing.

### **Actions planned during the next year to address the needs to public housing**

N/A

### **Actions to encourage public housing residents to become more involved in management and participate in homeownership**

N/A

### **If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance**

N/A

### **Discussion**

N/A

## **AP-65 Homeless and Other Special Needs Activities – 91.220(i)**

### **Introduction**

Chesterfield County supports outreach activities to homeless individuals in the jurisdiction.

### **Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including**

#### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

The County's Department of Social Services has experience providing outreach, assessments and limited case management to the County's homeless population. The Case Managers identify and assist homeless individuals to transition from homelessness to securing more permanent housing. When deemed appropriate, the Case Managers will assist homeless individuals with the process (i.e. completing housing search, housing applications, rental security deposits, etc.) for obtaining housing. Case Managers, when necessary, will refer homeless individuals to Homeward to gain access to emergency shelter, and/or services required to transition from the streets to more permanent housing. Case Managers provide outreach to homeless individuals who are mentally and physically challenged, veterans, substance abusers, HIV/AIDS positive and victims of domestic violence. Also, Case Managers provide outreach services to the homeless population by disseminating information and making referrals to human service related resources. These resources include housing, mental and medical health services, substance abuse treatment, Social Security, and other entitlement programs.

#### **Addressing the emergency shelter and transitional housing needs of homeless persons**

Chesterfield County partners with non-profit providers such as CARITAS, Home Again, and the YWCA, which provide emergency shelter and support services to homeless individuals and families.

#### **Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

Chesterfield County partners with non-profit providers such as CARITAS, Home Again, and the YWCA, who provide rapid re-housing assistance and support services to homeless individuals and families.

A Place to Start (APTS) is a regional program that serves individuals experiencing chronic homelessness and serious mental illness. APTS immediately houses these individuals. Housing provides the initial stability that then allows the individuals to meaningfully engage in services.

Virginia Supportive Housing (VSH) provides the housing services for this program and employs the Intensive Community Treatment (ICT) team that is comprised of an administrative assistant, a licensed clinician, a case manager, a nurse, a peer counselor, and a part-time psychiatrist.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.**

The County employs a network of programs that assist individuals and families and financially sponsors many organizations that offer assistance.

### **Discussion**

The County does contribute funding and has agreements with many non-profit organizations to help the homeless population such as the Chesterfield Food Bank, the Colonial Heights Food Pantry and the Feed More program; the YWCA (to provide emergency shelter, counseling, case management, and direct financial support for Chesterfield residents); CARES (operate shelter 24 hours a day); CARITAS (overnight shelter program); Homeward (homeless services); and the Salvation Army (support for emergency shelters and to provide food and other assistance to area residents). Additionally, County CDBG/HOME staff serves as a representative in the Richmond region's Continuum of Care, and attended the CoC's annual "Best Practices" conference in June 2015.

## **AP-75 Barriers to affordable housing – 91.220(j)**

### **Introduction**

To make housing more affordable to tenants, the county plans to continue to participate in the Section 8 Voucher Program. The county's participation in the program which is administered by the Virginia Housing Development Authority allows the county to make rental housing affordable to families. The program is administered by the Chesterfield-Colonial Heights Department of Social Services.

Reports indicate the many potential homebuyers lack the funds necessary for down payment. To remove this barrier, the county has allocated \$90,918 administered by Housing Opportunities Made Equal for down payment assistance. The plan includes service to a minimum of 6 persons.

### **Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

Specific actions during program year 2016-2017 to remove barriers and promote affordable housing include the following:

- Allocation of \$59,569 for CHDO Activities aimed at increasing the supply of affordable housing for low- and moderate-income homeowners.
- Allocation of \$90,918 of HOME for down payment assistance to support first-time low- and moderate-income homebuyers.
- Allocation of a total of \$544,500 for rehabilitation and minor repair programs in support of the retention of existing affordable housing.
- Allocation of \$25,000 for foreclosure prevention services

### **Discussion**

These programs are in addition to the numerous county funded programs such as the building maintenance team that identifies structures that need assistance and then enlists other county partners for help with identified problems.

## **AP-85 Other Actions – 91.220(k)**

### **Introduction**

Chesterfield County undertakes a variety of actions to meet underserved needs, foster and maintain affordable housing, reduce lead based paint, reduce the number of poverty level families, develop institutional structure, and enhance coordination between public and private housing and social service agencies. These actions are part of the administrative culture of the County and will continue through the 2016-17 program year.

### **Actions planned to address obstacles to meeting underserved needs**

While there are several constraints to meeting the needs of low-, very low-, and moderate-income residents, the primary obstacle is the lack of funding to fully address all needs. In response to the level of need, the County continues to provide \$703,100 in general funds towards various nonprofits in the community that offer public services to those in the County that have the most underserved needs. An example of one of the services that the County has funded in the past is assisting the special needs of families in need during the holiday season.

### **Actions planned to foster and maintain affordable housing**

During PY 2016-17, Chesterfield County will commit a total of \$544,500 for homeowner rehabilitation and repair for 33 low- and moderate-income households, the majority of which will be elderly households. \$59,569 will be committed to the sale of a new home to a low- and very low-income first-time homebuyer. The County is providing \$90,918 in homebuyer assistance to 6 first-time low/mod homebuyers. The County is providing an allocation of \$25,000 for foreclosure prevention services to assist

### **Actions planned to reduce lead-based paint hazards**

Chesterfield County will reduce LBP hazards through its housing activities that involve rehabilitation of existing owner-occupied structures using lead safe work practices, code enforcement, lead paint/healthy homes education to homeowners. The County requires all of its housing providers to follow Federal and County Lead Paint Regulations to ensure that lead hazards are reduced or in many cases eliminated.

### **Actions planned to reduce the number of poverty-level families**

The County will continue to support appropriate activities that preserve and expand the supply of housing that is affordable to low-income households. This will include support for providing housing opportunities for low- and moderate-income persons. The Communities in Schools and Bensley Elementary After-School Programs also provide after school mentoring and tutoring to improve educational achievement (a significant factor in determining future income) for children residing in low-income housing communities. The County also supports BizWorks, a small business incubator located in a low-income area of the County that fosters the development and expansion of small businesses to create jobs available to low- and moderate-income persons.



**Actions planned to develop institutional structure**

The County also has a designated staff position to administer the programs and activities funded with CDBG and HOME funds. Staff works with the individual County Departments, such as Social Services, Recreation and Parks, Planning, Public Utilities, and Building Inspections to develop procedures and coordination for administering programs that will be carried out by these divisions. Staff regularly tracks the production and effectiveness of all agencies, including subrecipients, tasked with implementing programs with CDBG and HOME funds. Adjustments are continuously made on an as needed basis.

**Actions planned to enhance coordination between public and private housing and social service agencies**

The County will remain an active and engaged partner of the Richmond region's Continuum of Care.

**Discussion**

No additional information.

## Program Specific Requirements

### AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

#### Introduction

Chesterfield County receives CDBG and HOME entitlement funds and does not expect to receive any program income in 2016-2017.

#### Community Development Block Grant Program (CDBG)

##### Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
<b>Total Program Income:</b>	<b>0</b>

#### Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

**HOME Investment Partnership Program (HOME)**  
**Reference 24 CFR 91.220(l)(2)**

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

Not applicable.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

Chesterfield County plans to ensure continued affordability in its down payment assistance program through HOME recapture provisions as outlined in Section 24 CFR Part 92.254.

Homebuyers are permitted to sell their property to any willing buyer during the affordability period. However, recapture provisions are imposed if the property is voluntarily or involuntarily sold, rented, transferred or the owner no longer occupies the property as his/her primary residence during the affordability period. The amount recaptured is reduced on a pro-rata basis at the end of each full year that the homeowner owned and occupied the house as the principle residence measured against the affordability period. If the property is not sold or transferred during the affordability period, the HOME loan is forgiven at the end of the affordability period.

The affordability period is based on the amount of the direct subsidy provided to the homebuyer as follows:

HOME Investment	Affordability Period
• Less than \$15,000 per unit	5 Years
• \$15,000 to \$40,000 per unit	10 Years
• More than \$40,000 per unit	15 Years

The amount subject to recapture is limited to the direct subsidy received by the homebuyer. Direct subsidy includes the amount of HOME assistance (including program income) that enabled the homebuyer to purchase the property. This includes down payment assistance, closing costs or other HOME assistance provided directly to the homebuyer and/or the difference between the fair market value of the property and a reduced sales price attributable to HOME development assistance.

The amount of the direct subsidy can only be recaptured from the net proceeds of the sale. Net proceeds are defined as the sale price minus superior loan repayment (other than HOME) and any closing costs. If there are no net proceeds, the HOME obligation is considered to be satisfied. Recaptured funds will be used for future housing projects.

The County's recapture provisions are enforced through a written HOME Agreement and a recorded Deed of Trust. A Deed of Trust Note may also be executed for down payment assistance. The HOME Agreement and the Deed of Trust specify the amount of assistance that must be repaid, the period of affordability, and the terms for repayment. The county, as Trustee, is the only entity to impose recapture provisions.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

Chesterfield County plans to ensure continued affordability through recapture provisions as outlined in Section 24 CFR Part 92.254. These provisions are enforced through a HOME Agreement and a recorded deed of trust. A deed of trust note may also be executed for down payment assistance.

The HOME Agreement and the deed of trust specify the amount of assistance that must be repaid, the period of affordability, and the terms for repayment. The amount subject to recapture is limited to the direct subsidy received by the homebuyer. Direct subsidy includes the HOME investment that enabled the homebuyer to purchase the property. This includes down payment assistance, closing costs or other HOME assistance provided directly to the homebuyer and/or the difference between the fair market value of the property and a reduced sales price attributable to HOME development assistance.

The HOME investment amount to be recaptured is reduced on a pro-rata basis at the end of each full year that the homeowner has owned and occupied the house as their principle residence, based on the amount of net proceeds that are available to repay the loan. If there are no net proceeds, the HOME requirements are considered satisfied. If the property sold, rented, transferred, or the owner no longer occupies the property as the principal residence during the period of affordability the loan becomes due and payable.

Proceeds from the sale of properties using HOME funds will be recaptured and returned to the county. These funds will be used for future housing projects.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

Not applicable.

## **Discussion**

Not applicable.

